

## HAND CARRY GUIDELINES:

The following is the Javits Center Hand Carry Policy; this policy is enforced by the Javits Center and its union rules.

### MOVE IN:

Please see the kit provided to you by UBM/Informa and GES for your designated move in dates and times.

### The following hand carry procedures are permitted:

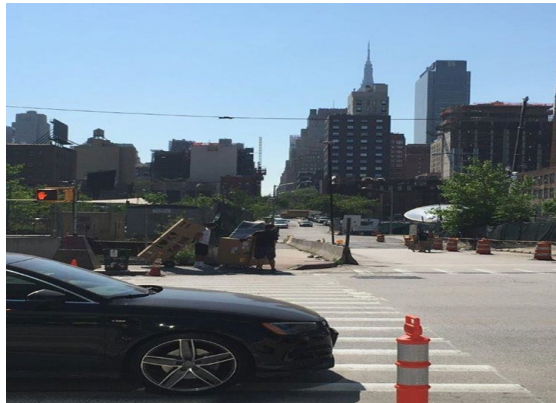
- There must be two licensed drivers in the car or van (under 10ft) to enter the hand carry area; one licensed driver must remain with the vehicle at all times. The Javits Center is a State building and Homeland Security does not permit unattended vehicles at any time
- Identification to prove employment of exhibiting company is required
- Individuals moving these items **must be** employees of the exhibiting company and must carry ID to verify their position
- Exhibitors moving items must use doors and routes designated by Show Management and Security
- Hand-carried items may be moved out at specified times, as long as traffic regulations are obeyed
- Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move their items
- Hanging clothing racks with four wheels are allowed for moving hanging garments only
- Pop-up displays - equal or less than 10 feet in length and capable of being carried by hand by one person – are permitted
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure all compliance with the building's regulations
- The Javits Center has the right to enforce the building's regulations of a twenty minute time limit

### The following hand carry procedures are prohibited:

- Any vehicle larger than an Econoline van that is not commercially operated
- Full sized hand trucks and platform trucks
- Any freight moved on equipment larger than a two-wheeled baggage cart
- Any freight that cannot be hand carried by one person
- Any freight moved by a moving or Freight Company, contractor, or any persons other than official freight handlers that GES must hire from the Javits Center or be direct employees of an exhibiting company, engaged in approved hand carry operations
- Power tools, ladders, vacuums or any other type of carpenter/construction equipment
- Freight transported up or down the building's escalators

**All trucks must be routed through the loading docks.**

**Box trucks attempting to unload on 11th Avenue will be re-directed to the loading docks.**



**HAND-CARRY ITEMS & PORTER SERVICE:**

**PLEASE NOTE: BOOTH PACKAGE RACKS AND OTHER RENTAL ITEMS WILL NOT BE PERMITTED IN THE HAND-CARRY AREA OR BE USED TO HELP WITH YOUR MOVE-IN OR MOVE-OUT. ALL RENTED ITEMS MUST REMAIN ON THE SHOW FLOOR.**

Exhibitors are welcome to sign up for complimentary porter services. This is offered on a first-come, first-served basis and located near the hand carry exit. Once your booth is packed and ready to go:

- Sign in at the GES Porter Desk
- Bring your vehicle to the designated loading area (trucks, vans larger than a Ford Econoline, and any commercial vehicle *regardless of size* are not permitted in this area)
- The movers will then load your materials into your vehicle at no cost to you (on a first-come, first-served basis)

Exhibitor personnel may load materials into their own car or mini-van, which can be brought into the loading area once they are packed. The same Move-In parking procedures apply during Move-Out. Vehicles cannot be left unattended and there is a strict time limit to load in this area of 20 minutes; these regulations are enforced by the venue.

**VEHICLES THAT QUALIFY:**



Sedan



Van



Sports Utility Vehicle



Pickup



**PERMITTED/NOT PERMITTED:**



For any questions, please check your kit or contact Show Management at: [fashion\\_operations@ubm.com](mailto:fashion_operations@ubm.com)